



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

May 20, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AUTHORIZE AGREEMENT BETWEEN
CHIEF EXECUTIVE OFFICE AND LOS ANGELES CITY COLLEGE TO
CONDUCT A DATABASE ADMINISTRATION CERTIFICATE PROGRAM
AT THE DEPARTMENT OF HEALTH SERVICES COMPUTER LAB**

(ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

The recommended action supports piloting an on-site Database Administration Certificate Program for County information technology (IT) employees located in the Los Angeles Civic Center. The Database Administration Certificate Program is taught by Los Angeles City College (LACC) and offers state-of-the-art, hands-on training in developing and administering Oracle databases. The pilot training program seeks to strengthen the County's IT infrastructure by further developing the skills of IT employees.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Chief Executive Office to negotiate and execute a gratis license agreement, after review and approval by the County Counsel, with Los Angeles City College (LACC) to pilot an Oracle Database Administration Certificate Program at the Department of Health Services Computer Lab.
2. Find that the License Agreement authorizing the use of County space is exempt from California Environmental Quality Act, pursuant to Section 15301 of the State CEQA Guidelines.
3. Authorize 15 County IT employees from various departments located in the Civic Center to participate in the pilot program partially on County time, and authorize County funding for tuition reimbursement, books, and supplies.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 8, 2007, on motion by Supervisor Antonovich, your Board instructed the Chief Executive Office (CEO), Director of Personnel, and Chief Information Officer (CIO) to identify the IT needs of the County workforce and determine whether it would be beneficial to establish an on-site training program at a County facility.

In response to your Board's instruction, the CEO, CIO, and Department of Human Resources have been working with LACC to develop an on-site pilot training program for Civic Center IT employees. Department IT managers were surveyed to determine their departments' IT training needs. Based on those results, employees were surveyed to determine interest in participating in a pilot training program. The results of both surveys identified database administration as a top priority and of high interest.

The recommended action will authorize a partnership with LACC to provide a pilot training program in Database Administration at the Department of Health Services Computer Lab that will address the continuing need for Oracle database development and administration.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan Goal No. 2, Workforce Excellence, which is to enhance the quality and productivity of the County workforce by increasing the database administration skills of County IT employees.

FISCAL IMPACT/FINANCING

The cost of the above-recommended action is approximately \$8,000 for tuition reimbursement, books, and supplies. CEO will fund this initial pilot program using budgeted training funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

For this training pilot program, the Database Administration Certificate Program will be comprised of four courses that will meet on Mondays and Wednesdays from 3:00 p.m. to 7:10 p.m., beginning June 30, 2008. The complete training pilot program schedule is attached.

Employee participation is voluntary and will be contingent upon workload and supervisor approval. A condition of enrollment in the program will be that class participation requirements will not in any way interfere with employees' work assignment responsibilities. There will be no guarantee of promotion or other commitments to staff based on their enrollment in or completion of the program. A total of 15 Civic Center IT employees will participate in the pilot, which meets the capacity of the training facility and is the ideal class size for instruction.

Employees will be responsible for paying their own tuition and any other related expenses up-front. Upon successful completion of the program, employees will be eligible to receive tuition reimbursement. However, employees will be required to refund the tuition reimbursement if the employee terminates his employment with the County within one year of the date of the completion of the course, pursuant to County Code 5.52.180.

The gratis license agreement is a space agreement between LACC and the County which allows LACC to use the Department of Health Services Computer Lab, located at 241 N. Figueroa Street, for the Database Administration Certificate Program. LACC will indemnify the County for LACC's delivery of the Database Administration Certificate Program. LACC will be responsible for providing Workers' Compensation to cover all program instructors. The agreement will be in full compliance with Federal, State, and County regulations. County Counsel and the CEO Risk Management Section will review and approve the gratis license agreement between the CEO and LACC for implementation of the Database Administration Certificate Program. The agreement will ensure that all legal/liability issues and County provisions are addressed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended action will increase the County's staff capacity in Oracle database applications to support County services. Oracle is the County standard and is currently utilized by the following departments: Public Health, Health Services, Public Social Services, Sheriff, Auditor-Controller (eCAPS), Community and Senior Services, Public Works, Human Relations Commission, Alternate Public Defender, and Internal Services. The Database Administration Certificate Program provides the skill set applicable to both Oracle Developer and Database Administrator work, and is designed to prepare students for the Oracle professional certification in database administration. If the pilot is successful, we will examine the opportunity to offer other IT courses, such as Web Client, Web Server, and Programming Languages, at other County locations.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:ES:MKZ
JR:KJ:pg

Attachments (1)

c: Acting Auditor-Controller
County Counsel
Acting Chief Information Officer
Acting Director of Internal Services
Interim Director and Chief Medical Officer of Health Services
Director of Personnel
Treasurer and Tax Collector
Director of Regional Planning

DATABASE ADMINISTRATION CERTIFICATE PROGRAM
 Department of Health Services Computer Lab (3:00 p.m. to 7:10 p.m.)
 241 N. Figueroa, Room B16, Los Angeles, CA 90012

Course No.	Course Title	Units	Dates	Day	No. of Mtgs.
CoSci 186	Introduction to Oracle: SQL and PL/SQL	3	June 30; July 7, 14, 21, 28; August 11, 18 July 2, 9, 16, 23, 30; August 13, 20	Monday Wednesday	14
CoSci 187	Oracle Database Administration: Architecture and Administration	3	August 25; September 1, 8, 15, 22, 29; October 6, 13 August 27; September 3, 10, 17, 24; October 1, 8, 15	Monday Wednesday	16
CoSci 188	Oracle Database Administration: Backup and Recovery	3	October 20, 27; November 3, 17, 24; December 1, 8, 15 October 22, 29; November 5, 12, 19, 26; December 3, 10	Monday Wednesday	16
CoSci 198	PL/SQL Programming for Oracle	3	February 9, 16, 23; March 2, 9, 16, 23, 30 February 11, 18, 25; March 4, 11, 18, 25; April 1	Monday Wednesday	16